HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

* PERSONNEL ACTION CODE:

DATE: November 29, 2016

A- Appointment T - Transfer R-Reclassification

P - Promotion

E- End of Probation S - Separation

D - Demotion

O – Other

TO: WOODBURY COUNTY BOARD OF SUPERVISORS

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Thomas, Melissa	Human Resources	11-21-16	Admin. Assistant	\$47,476/year	.05%=\$229/yr	R	Salary Increase to comply with DOL Code.
Barrett, Connie	Sioux Rivers	11-21-16	Mental Health Advocate	\$17.93/hour	0%	0	Scheduled hours change from 24 to 32 hours per week.
Hefty, Sharon	Auditor/Recorder	11-22-16	Clerk II			S	Separation.
Alioth, Dennis	County Sheriff	12-01-16	Jail Sergeant	\$26.68/hour	10%=\$2.56/hr	Р	Promotion to Jail Sergeant.
AUDITOR & REODROFER & COMM, OF ELECTIONS	2016 NOV 30 AM 11 35						

PPROVED BY BOARD DATE:			
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WOODBURY COUNTY HUMAN RESOURCES DEPARTMENT

TO:

Board of Supervisors and the Taxpayers of Woodbury County

FROM:

Ed Gilliland, Human Resources Director

SUBJECT:

Memorandum of Personnel Transactions

Woodbury County the Memorandum of Personnel Transactions will include:

DATE:

November 29, 2016

For the November 29, 2016 meeting of the Board of Supervisors and the Taxpayers of

1) Human Resources Admin. Assistant, Salary Increase.

- 2) Sioux Rivers Mental Health Advocate, scheduled hours increase to 32 hours per week.
- 3) County Auditor Recorder Clerk II, Separation.
- 4) County Sheriff Civilian Jailer, Promotion to Sergeant.

Thank you